

**Learn. Internalize. Apply**



## **INNOVATIVE RECORDS MANAGEMENT AND ARCHIVING TRAINING COURSE**

**DATE: 29<sup>TH</sup> AUGUST TO 2<sup>ND</sup> SEPTEMBER 2022**

**VENUE: MIDLAND HOTEL, NAKURU**

**COST: KSHS 92,500 EXCLUDING VAT PER PERSON**

**NITA REGISTERED: NITA/TRN/916**

### **INTRODUCTION**

Agile record and information management is extremely necessary as it fosters effective business operations and improves efficiency and transparency. With the wide scope of operations and service offering, the amount of information collected, stored and used from time to time is huge, and thus, the need for efficient and thorough record maintenance becomes a mandate. Information and records of past years may be required at any point in time and at short notice, and hence, maintaining the information and records in an easily retrievable form becomes necessary. Agile record and information management not only improves efficiency in providing data for reference but also facilitates appropriate and objective decision-making.

Record and information management is a planned, strategic initiative and cannot be carried out without proper planning and without specific, clear responsibilities assigned to each professional handling these records. While there are a few aspects that need to be critically examined while setting up an electronic record management system, such as security against possible damage and threat, necessary system and technology upgrades, stringent approval systems, etc., training and up skilling of employees to efficiently operate these electronic record management systems is the top most priority.

This DGMB training course will empower you with an overall understanding and awareness of what constitutes 'records' and 'information' and what are the factors in effective record and information management. Undertaking this course will enhance your ability to manage records and information more effectively and seamlessly and with least risk. The modules included in this course will enhance your experience and exposure to consider record and information management holistically, and predict and safeguard the records of your organisation against all possible risks and threats.

Through this course, you will build your capability to handle data, records and information effectively and efficiently, regardless of the volume of information available. The best practices in record and information management that you would learn through this course can be replicated in any setting or organisation that requires the storage of information for future reference. Thus, this enhances your skill set and competency to successfully undertake record and information management in any role, responsibility, domain or sector. This course will prepare you to successfully undertake additional and important responsibilities with regard to record and information management, thus providing you ample opportunities to demonstrate your capabilities and skill for future growth and progression.

## OBJECTIVES OF THIS TRAINING

The main objective of this course is to empower participants with:

- Complete information and knowledge of principles and best practices of record and information management.
- Necessary awareness, preparedness, and abilities to predict potential threats and devise strategies and steps to protect against these.
- Adequate skill and capabilities to efficiently manage and maintain records and information.
- Confidence and ability to drive change from traditional to modern record and information management systems and implement electronic record and information management systems.
- Required skills and knowledge to work with technologies involved in electronic data maintenance.
- Adequate competency, understanding, and confidence to successfully undertake more roles and responsibilities as part of natural growth and progression within an organisation.

## BENEFITS TO YOUR ORGANISATION

Organisations whose employees attend this course will benefit in the following ways:

- A more skilled and trained workforce to help in record and information management
- Better management of records and information
- More advanced and efficient record and information management systems
- Reduced risk because of appropriate predictions and necessary securities put in place
- Increased trust of citizens in public organisations because of increased security, greater accountability and improved transparency
- More informed decision making and reference to the rationale behind certain actions and decisions because of readily and easily available past records and information

## BENEFITS TO PARTICIPANTS

Through this course, participants will benefit in the following ways:

- Complete knowledge and understanding of principles and theories around record and information management.
- Increased capabilities to streamline record and information management by driving change from traditional to modern record and information management systems.
- Increased ability to work with advanced technologies and systems to set up and effectively manage electronic record and information management systems.
- Better decision-making skills because of awareness of how best to use records and information available to reach objective conclusions.
- Greater ability to balance between data sharing and data security through effective management systems.
- Increased confidence to undertake additional roles and responsibilities with respect to record and information management and successfully fulfill these, thus establishing one's potential and capabilities for further growth and progression within one's organisation

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- More scope and opportunities for professional growth in other organisation's and sectors because of experience and ability to use and manage modern electronic record and information management systems.
- A sense of pride and satisfaction by contributing to effective record maintenance for one's organisation and by providing added security and assured the safety of public information.

### TARGET GROUP

The target group for this course includes:

- Board members and other senior officials responsible for objective decision making and actions based on past records and information.
- Potential investors who would like to be part of an organisation and would share responsibility of maintenance of records and information available with the organisation.
- Record managers and other public sector officials responsible for handling and managing records for future use.
- Human resource professionals and learning and development trainers responsible for providing the necessary training for awareness as well as up skilling to manage shift to electronic record and information management systems.
- Policymakers are responsible for formulating policies and guidelines around standards and codes of conduct for appropriate record and information management.
- Auditors and compliance experts responsible for ensuring that all standards of security are maintained and adhered to.
- Any professional handling records or information as part of his/her job responsibilities.

### OUR TRAINING METHODOLOGY

At DGMB, we have spent a couple of years developing and refining our training approach in this area. Our methodology has several features that will ensure your staff experience a robust and relevant program; one that strengthens team dynamics and the organization deliver improved results. Some of the highlights of our unique approach are:

#### ◆ **Reduced Emphasis on Formal Training**

We base our course designs on the 70:20:10 paradigms. Research indicates that about 70% of what adults learn is through on-the-job experience, 20% through social learning, and 10% through formal training. We present information in ways that engage participants and generate plenty of discussion and sharing of experiences. We also provide individual and group assignments that encourage participants to integrate new concepts into their daily work.

#### ◆ **Practical and Relevant Content**

In assessing and designing customer service and communications skills course, we remembered Hermann Ebbinghaus' famous 'forgetting curve' that shows we forget 50% of learned material within one hour unless it is put into practice. Our needs analysis and instructional design practices produce engaging, real-world learning materials, customized so that participants relate fully with the content.

#### ◆ **Employing the Wisdom of Renowned Management Thinkers**

We employ the wisdom of renowned academics and authors on business and management like Henry Mintzberg who believes that:

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- ✓ management should emphasize teamwork, rather than rely on heroic individualism
- ✓ Effective staff are reflective in the context of taking action
- ✓ management development works best as social learning in small groups.

### ◆ Research-supported Methods

Our training delivery is always informed by research on adult learning principles and by our experience as organizational development consultants, instructional designers and facilitators. Consequently, we include plenty of opportunities for learners to apply key concepts, using scenarios and simulations, personal action plans, accountability partners, and other techniques. These methods ensure participants retain what they have learned, apply what they have learned quickly, refine their approach, and internalize learning for long-term use.

### ◆ Uncommon Focus

Few training firms follow good design principles consistently because it takes time, sustained focus and clarity. Compared to other strategies and methodologies, DGMB's program will:

- ✓ Help you build strong internal communities
- ✓ Help staff learn more rapidly
- ✓ Build in lasting change through reflection
- ✓ Create working teams that are more cohesive, resilient, and productive

In this we have combined the following training approaches:

- Presentations through lecturing, group exercises, demonstrations and group discussions including presentations to enable interactions between the facilitators and the participants and among participants.
- Discussions on topical issues arising from the various sessions and during the scheduled plenary discussions.
- Citation of real case scenarios to enhance understanding of the core concepts, issues and training strategies
- Role play, games and hands-on exercises
- Held plenary sessions to identify way forward

DGMB has deployed modern training aids aimed at making the training more exciting, inspiring and interesting. The teaching aids are numerous and serve different purposes. We used the following teaching aids to be very effective in capturing the imagination of the trainees:

- ✓ Overhead Transparencies (Colored power point slides), Demonstrations and emailed training materials to each participant.

## COURSE DURATION

The course duration is **five (5) days** that will run as per our proposed 5-day training programme. The length of the training is adequate to cover the entire course as shown in the timetable below.

## TIMETABLE

Find below the programme for this seminar:

| DAY ONE           |   |
|-------------------|---|
| 8:00 am – 8:30 am | Arrival, Registration and Climate Setting |

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|                    |   |
|--------------------|---|
| 8:30 am – 10:30 am | Overview of Record and Information Management   |
| 10:30 am –11:00 am | Mid-morning Break and Refreshments  |
| 11:00 am – 1:00 pm | Properties of Records and Information   |
| 1:00 pm – 2:00 pm  | Lunch Break   |
| 2:00 pm – 4:00 pm  | Principles and Concepts of Record and Information Management                              |
| 4:00 pm – 4:15 pm  | Coffee/Tea, Wrap Up & End of Day One  |
| <b>DAY TWO</b>     |   |
| 8:00 am – 8:30 am  | Arrival, Registration and Recap of Day One  |
| 8:30 am – 10:30 am | Focus Areas for Good Record and information Keeping                                       |
| 10:30 am –11:00 am | Mid-morning Break and Refreshments  |
| 11:00 am – 1:00 pm | Advantages of Effective Record and Information Management                                 |
| 1:00 pm – 2:00 pm  | Lunch Break   |
| 2:00 pm – 4:00 pm  | Record and information Management Processes   |
| 4:00 pm – 4:15 pm  | Coffee/Tea, Wrap Up & End of Day Two  |
| <b>DAY THREE</b>   |   |
| 8:00 am – 8:30 am  | Arrival, Registration and Recap of Day Two  |
| 8:30 am – 10:30 am | Records and information Control   |
| 10:30 am –11:00 am | Mid-morning Break and Refreshments  |
| 11:00 am – 1:00 pm | Records and information Management Policy   |
| 1:00 pm – 2:00 pm  | Lunch Break   |
| 2:00 pm – 4:00 pm  | Protecting Vital Information and Records  |
| 4:00 pm – 4:15 pm  | Coffee/Tea, Wrap Up & End of Day Three  |
| <b>DAY FOUR</b>    |   |
| 8:00 am – 8:30 am  | Arrival, Registration and Recap of Day Three  |
| 8:30 am – 10:30 am | Records and information Management Standards  |
| 10:30 am –11:00 am | Mid-morning Break and Refreshments  |
| 11:00 am – 1:00 pm | Challenges to Effective Record and Information Management                                 |
| 1:00 pm – 2:00 pm  | Lunch Break   |
| 2:00 pm – 4:00 pm  | Disaster Risk Management in records and information management                            |
| 4:00 pm – 4:15 pm  | Coffee/Tea, Wrap Up & End of Day Four   |
| <b>DAY FIVE</b>    |   |
| 8:00 am – 8:30 am  | Arrival, Registration and Recap of Day Four   |
| 8:30 am – 10:30 am | Monitoring and Auditing of Electronic Records, archives and information Management System |
| 10:30 am –11:00 am | Mid-morning Break and Refreshments  |
| 11:00 am – 1:00 pm | Best Practices and Emerging Trends in records management                                  |
| 1:00 pm – 2:00 pm  | Lunch Break   |
| 2:00 pm – 4:00 pm  | The power of Emotional Intelligence   |
| 4:00 pm – 4:15 pm  | Graduation, Coffee/Tea, Wrap Up & End of Training   |

**YOUR INVESTMENT**

We shall offer this training at a professional fee of **Kshs 92,500 per person excluding VAT**

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**per person** for the entire duration of the course. The course fee includes facilitation, training materials, 2 coffee breaks, buffet lunch and a NITA certified digital Certificate of successful completion of Training. This cost does not cater for transport and accommodation for participants.

### ADMINISTRATION DETAILS

Dates: 29<sup>th</sup> August – 2<sup>nd</sup> September 2022

Time: 8:00 a.m. – 5:00 p.m.

Venue: Midland Hotel, Nakuru

Attire: Smart Casual

For enquiries call **David or Rebecca** on: (+254) 722 352 680/ (+254) 787 352 680.

Email: [dgmbfinance@gmail.com](mailto:dgmbfinance@gmail.com) or [training@dgmbtraining.co.ke](mailto:training@dgmbtraining.co.ke)

All our courses can be facilitated as Customized In-House Training course.

Course duration is flexible and the contents can be modified to fit any number of days.

### PRE-REQUISITES

No prior training in electronic records, document, archives and information management is required.

### QUALITY ASSURANCE

DGMB Training Solutions Ltd strives to provide you with the most productive, effective and value for money training experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival.

### TERMS AND CONDITIONS

**Disclaimer:** All registrations are subject to session availability. All speakers, sessions and prices were confirmed and correct at the time of printing. DGMB Training Solutions Limited reserves the right to change speakers and program details as required in addition to making changes to the schedules, venue or cancel the event altogether.

**Privacy notification:** DGMB Training Solutions Limited respects the privacy of individuals, their sponsors, Organizations and acknowledges that the information you provide on registration form is confidential and third parties would not have access to. DGMB Training Solutions Limited collects this information for purposes of processing your registration and providing you information (via email and/ or mail) on upcoming events, specific products and services provided by or associated with DGMB Training Solutions Limited. Kindly register by 5pm, two working days prior to the training to enable us to cater for your course materials and catering requirements.

**Notice of withdrawal:** Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. However, DGMB Training Solutions Limited accepts replacement(s) or substitution, made in writing, prior to the commencement date of the Seminar. However, no substitution of participant(s) is allowable after the commencement of the training.

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## **CERTIFICATE OF PARTICIPATION**

Participants will be awarded NITA accredited certificates after attending this course.

## **HOW TO PAY**

1. Issue Cheques in the name of “DGMB Training Solutions Ltd” or
2. Remit the Training fees via RTGS or Electronic Funds Transfer (EFT) to our Bank, the details are: - Account Name: - DGMB Training Solutions Limited, Bank: Cooperative Bank of Kenya, Branch: City Hall Branch, Nairobi, Account Number: - 01148231039600 and Branch Code: - 11049.
3. Our PIN is P051349463P